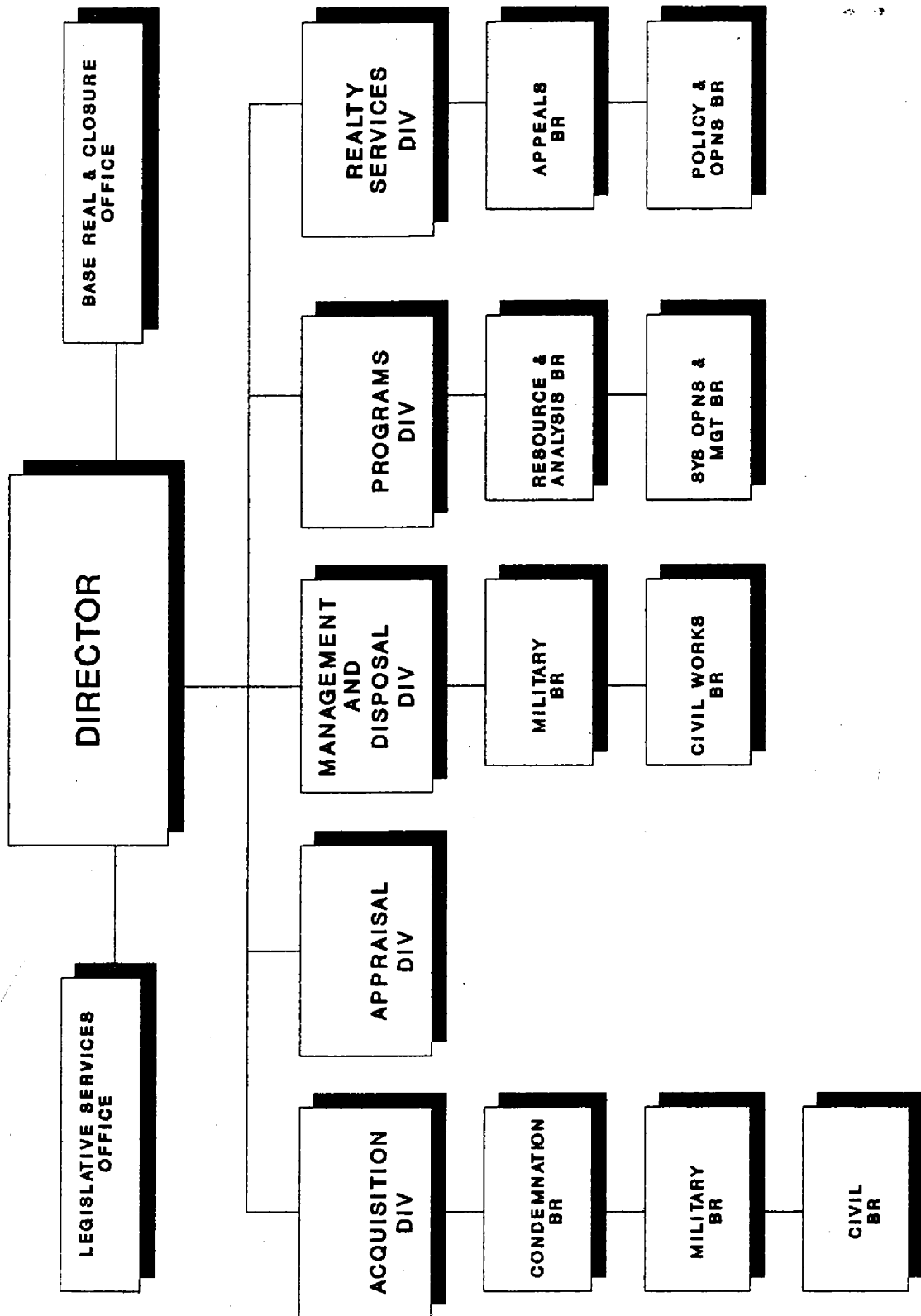


# DIRECTORATE OF REAL ESTATE



## DIRECTORATE OF REAL ESTATE

### Mission

To establish, manage, execute, and provide staff supervision of policies and procedures governing the acquisition, management, and disposal of real property under the control of the Department of the Army, the Department of the Air Force, and for other Federal agencies as requested.

### OFFICE OF THE DIRECTOR Functions

1. Serves as the principal advisor on real estate matters to the Secretary of the Army, the Chief of Staff of the Army, the Chief of Engineers, and to the Commander, USACE.
2. Develops plans, policies, and programs for real estate activities for the Army.
3. Serves as the DOD Executive Agent for the Recruiting Facilities Program and for the Homeowners Assistance Program.
4. Manages and executes real estate programs for DA, the Air force, and for other Federal agencies as requested.
5. Serves as the Program Manager for the USACE Real Estate Career Program.

### ADMINISTRATIVE OFFICE Functions

1. Serves as the focal point in the directorate for all actions in the areas of personnel management, operating budget administration, and management analysis of organization and procedures.
2. Provides general management services to directorate personnel.

### BASE REALIGNMENT AND CLOSURE OFFICE Mission

To plan and manage real estate activities for the command on the base realignment and closure program.

### Functions

1. Serves as the principal real estate technical advisor to the Chief of Engineers, and as the focal point in the directorate, for the base realignment and closure program.

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2. Plans and manages all real estate phases of the base realignment and closure program, to include acquisition, appraisal, management and disposal, reporting, and resources.
3. Maintains liaison with DA, DOD, OMB, GSA and Congress to identify and resolve real estate issues associated with the program.
4. Develops reuse plans, including disposal of land, in conjunction with DOD, other Federal agencies, state and local governments, and community task forces.

LEGISLATIVE SERVICES OFFICE  
Mission

To serve as the principal legislative consultant and technical advisor to the Chief of Engineers and as the USACE point of contact for all real estate matters of Congressional interest.

Functions

1. Prepares all drafts of legislation.
2. Testifies as principal DA witness and/or arranges for witnesses before Congressional committees.
3. Develops DA/DOD position on pending legislation.
4. Represents the Secretary of the Army in submitting reports to Congressional Committees on Armed Services and Appropriations.

ACQUISITION DIVISION  
Mission

To provide staff supervision of the acquisition of real property for the military and civil works activities of DA and the Air Force, and for other Federal agencies as requested.

OFFICE OF THE CHIEF  
Functions

1. Establishes policies and procedures for the acquisition of real property.
2. Supervises the Executive Agent activities for the DOD Recruiting Facilities Program.
3. Provides staff supervision of the real estate acquisition activities of USACE subordinate elements.

MILITARY BRANCH  
Functions

1. Develops policies and procedures for the acquisition of real property for military customers, to include DA, the Army Reserve, the Air Force, and Defense agencies.
2. Provides real estate support to project management activities.
3. Acts as DOD Executive Agent for the Recruiting Facilities Program.
4. Supports overseas leasing programs.
5. Monitors FOA compliance with laws and regulations pertaining to real property acquisition matters.

CIVIL BRANCH  
Functions

1. Develops policies and procedures for the acquisition of real property for civil works projects, and for other Federal agencies as requested.
2. Provides real estate support to project management activities.
3. Reviews and approves real estate features of design memoranda; local cooperation projects, contracts, and supplementary agreements relating to relocations, modifications, or abandonment and vacation of highways, cemeteries, railroads, and utilities; counter offers; and plans for reestablishment of towns.
4. Performs legal research and prepares legal opinions related to land acquisition including review of final title assemblies for legal sufficiency.

CONDEMNATION BRANCH  
Functions

1. Develops policies and procedures pertaining to real estate condemnation matters.
2. Provides staff supervision over all condemnation matters for DA and the Air Force, and for other Federal agencies as requested.
3. Reviews condemnation cases for legal sufficiency and policy compliance prior to submittal to the Department of Justice.
4. Reviews and makes recommendations on settlement offers, court awards, and post trial motions, including appeals.

APPRAISAL DIVISION  
Mission

To serve as the principal real estate appraisal consultant and technical advisor for the Chief of Engineers and the DA, and as the directorate focal point for all matters pertaining to real and personal property appraisal and valuation issues.

Functions

1. Develops DA real estate appraisal policies and procedures.
2. Provides professional appraisal services and assistance required by DOD, DA, and the Air Force.
3. Has staff supervision of the appraisal activities of USACE subordinate elements.
4. Resolves real property valuation problems referred to HQUSACE.
5. Provides final review of appraisal reports prepared by subordinate elements under delegated authority.
6. Provides advisory services to the planning elements of HQUSACE on valuation procedures and the adequacy of real estate cost estimates.

MANAGEMENT AND DISPOSAL DIVISION  
Mission

To provide staff supervision of the management and disposal of the Federal land asset administered by DA for its military and civil works projects, for Air Force land holdings, and for the land of other Federal agencies as requested.

OFFICE OF THE CHIEF  
Functions

1. Establishes policies and procedures for the management of land holdings, including outgranting and outgrant administration; for mineral exploration and extraction; for the disposal of excess of real property; and for annexation and jurisdiction matters.
2. Supports the Army Secretariat in developing plans and policies for the management and disposal of land holdings.
3. Directs the DA public lands withdrawal review program.
4. Provides real estate assistance on litigated matters and claims involving real property.

5. Provides supervision and direction of the real estate management and disposal activities of USACE subordinate elements.

CIVIL WORKS BRANCH  
Functions

1. Develops policies and procedures for the management of civil works land holdings, including outgranting and outgrant administration; for mineral exploration and extraction; for the disposal of excess real property; and for annexation and jurisdiction matters.
2. Provides supervision and direction of the real estate management and disposal activities of USACE subordinate elements for civil works land holdings.
3. Provides real estate assistance on litigated matters and provides the final review of real estate claims before submittal to GAO or Army Claims Service.
4. Directs and monitors the DA public lands withdrawal review program for civil works lands holdings.
5. Provides real estate expertise on environmental matters and water rights.
6. Provides review, staff action, and recommendations to the D/RE and the Army Secretariat on those matters requiring action or execution at that level.

MILITARY BRANCH  
Functions

1. Develops policies and procedures for the management of Army and Air Force military land holdings, including outgranting and outgrant administration; for mineral exploration and extraction; for the disposal of excess real property; and for annexation and jurisdiction matters.
2. Provides supervision and direction of the real estate management and disposal activities of USACE FOAs for Army and Air Force military land holdings.
3. Provides real estate assistance on litigated matters and provides for final review of real estate claims before submittal to GAO or Army Claims Service.
4. Directs and monitors the DA public lands withdrawal review program for Army and Air Force land holdings.
5. Provides real estate expertise on environmental matters and water rights.
6. Provides review, staff action, and recommendations to the D/RE and the Army Secretariat on those programs requiring action or execution at that level.

PROGRAMS DIVISION  
Mission

To plan and allocate resources for the command on real estate programs, to establish and maintain real estate management information techniques and systems, to control audit and investigative reports and develop directorate responses and to serve as central point for data concerning Army real property programs, projects, and inventory, and as directorate publications coordinator.

OFFICE OF THE CHIEF  
Functions

1. Directs the planning, development, and allocation of manpower resources for Army and civil works real estate programs.
2. Directs the planning, programming, and execution of funding resources for Army real estate programs.
3. Directs the allocation of resources for real estate programs for the Air Force and for other serviced Federal agencies.
4. Directs the establishment and maintenance of real estate management information techniques and systems.
5. Directs and maintains analysis and review capability to facilitate management of resources and for the improvement of realty management objectives and operations.
6. Develops directorate responses to audit and investigative reports and matters requiring coordinated real estate views.
7. Manages the development and review of publications within the directorate.

RESOURCES AND ANALYSIS BRANCH  
Functions

1. Plans and allocates manpower resources for Army military and civil works real estate programs.
2. Plans, programs, and executes budgets for leasing programs for USACE-occupied space outside the National Capital Region, for DOD recruiting facilities, for the DOD Homeowners Assistance Program, and for the business operations costs of USACE real estate activities.
3. Administers funds for USACE real estate business operations costs associated with timber harvesting, agricultural and grazing leases, Air Force real estate programs, and for Air Force land acquisition.

4. Conducts studies of real estate manpower, costs, workload, organization, and procedures.
5. Manages the Internal Control Program for the directorate.

SYSTEMS OPERATION AND MANAGEMENT BRANCH  
Functions

1. Develops policies and procedures for recording and reporting DA world-wide military real property inventory.
2. Develops policies and procedures for recording and reporting USACE civil works real property inventory; status of acquisition, management, and disposal of land and space by USACE for DA and other agencies; and benefits provided under real estate assistance programs.
3. Designs and manages real estate management information systems. Plans and develops instruction and provides training of subordinate element personnel in the use of the systems and reporting procedures.
4. Manages the automation requirements for the directorate, and serves as focal point for all automation matters pertaining to intra-agency or inter-agency real property management information systems.
5. Develops policies and procedures for the audit of realty transactions and records, and the establishment and maintenance of real estate historical and cartographic files.

REALTY SERVICES DIVISION  
Mission

To serve as the DOD Executive Agent for all military departments for the Homeowners Assistance Program (HAP) and as the DA focal point for the Relocation Assistance Program (RAP), for the DA Relocation Services for Employees Program (DARSE), for the Work Space Management Plan, and for the Defense Environmental Restoration Program (DERP); and to develop policy regarding archaeological permits and historic preservation.

OFFICE OF THE CHIEF  
Mission

1. Develops policies, criteria, and procedures for HAP, RAP, and DARSE.
2. Processes claims for reimbursement of real estate expenses incurred by USACE civilian employees transferring to and from Washington, DC.
3. Develops policies, criteria and procedures for implementing the Archaeological Resources Protection Act on Army-controlled land.
4. Develops real estate mobilization plans.



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5. Develops guidance for implementing the real estate aspects of DERP.
6. Develops procedures for implementing the Work Space Management Plan.
7. Oversees release of information under the Freedom of Information Act.

POLICY AND OPERATIONS BRANCH  
Functions

1. Directs implementation of HAP and RAP.
2. Administers the DARSE program.
3. Provides staff supervision for the Work Space Management Plan and for implementing the Archaeological Resources Protection Act on Army-controlled land.

APPEALS BRANCH  
Functions

1. Develops policies and procedures for processing appeals under HAP and RAP. Prepares final decisions.
2. Coordinates real estate mobilization planning and programming for current, war, contingency, and long range plans.
3. Prepares responses to Freedom of Information Act requests pertaining to real estate matters.
4. Provides staff supervision of the real estate aspects of DERP and the allocation of non-industrial facilities for mobilization.